

# Attachment A

**Attachment A consists of 2 distinct and different sections. Both sections must be completed and included in Tab 1 of the proposal.**

**Section I – Required Grantee Information**

**Section II - Location of Business Form**

## **Attachment A—Section I**

### **REQUIRED GRANTEE INFORMATION and CERTIFICATIONS**

**Purpose:** The Ohio Department of Job and Family Services (ODJFS) requires the following information on applicants who submit proposals or applications in response to any ODJFS Requests for Grant Applications (RFGAs), in order to facilitate the development of the grant with the selected applicant. ODJFS reserves the right to reject your application if you fail to provide this information fully, accurately, and by the deadline set by ODJFS. Further, some of this information (as identified below) **must** be provided in order for ODJFS to accept and consider your application. **Failure to provide such required information will result in your application’s immediate disqualification.**

**Instructions:** Provide the following information regarding the applicant organization submitting the application.

Applicants may either print this attachment, complete and sign it, or may provide the required information and certifications (each fully re-stated from this attachment) on their letterhead as the opening pages of their applications. It is mandatory that the information provided is certified with an original signature (in blue ink, please) from a person with authority to represent the applicant. Applicants are to provide the completed and signed information and certifications as the cover pages of their original proposal submitted to ODJFS.

**IMPORTANT:** If the RFGA specified a maximum page limit for applicant proposals, the attachment of any required certifications, other documents, or additional pages needed to fully provide the information requested here will NOT be counted against that page limit.

### **Applicants must provide all information**

**1.ODJFS RFGA #: JFSR1617178105**

**2.Application Due Date: November 17, 2015**

**3. Name:** (legal name of the grantee – person or organization – **FAMILY AND YOUTH INITIATIVES**

**3a. Grantee’s Ohio Administrative Knowledge System (OAKS) ID#:** [Vendors may apply for an OAKS vendor ID# at: **APPLIED FOR BUT HAVE NOT GOTTEN ACCOUNT INFORMATION YET**

<http://ohiosharedservices.ohio.gov/Vendors.aspx>. The necessary forms to be completed and remitted to Ohio Shared Services are the Vendor Information Form (OBM-5657) and the IRS Form W-9. Completion and/or submission of these forms to Ohio Shared Services does not assume a vendor/applicant award of any ODJFS contract/grant.]

4. Grantee Corporate Address: 468 N Dayton Lakeview Rd, New Carlisle, OH 45344

5. Grantee Remittance Address: (or "same" if same as Item # 4) SAME

6. Print or type information on the grantee representative/contact person authorized to answer questions on the application:

Grantee Representative NAME and TITLE: Pat Banaszak Executive Director

Address: E-Mail Address: pat@fyiohio.org

Phone #: 937-845-0403

Fax #: 937-845-0913

7. Print or type the name of the grantee representative authorized to address contractual issues, including the authority to execute a contract on behalf of the vendor, and to whom legal notices regarding contract termination or breach, should be sent (if not the same individual as in #6, provide the following information on each such representative and specify their function):

Grantee Representative NAME and TITLE: Pat Banaszak

Address: E-Mail Address: pat@fyiohio.org

Phone #: 937-845-0403

Fax #: 937-845-0913

8. Is this grantee an Ohio certified MBE? No If yes, attach a copy of current certification to proposal\bid. (IF ODJFS has specified the RFGA document as an opportunity open exclusively to Ohio Certified MBEs, then failure to attach a copy of current certification WILL RESULT IN DISQUALIFICATION.)

9. Mandatory Grantee Certifications:

ODJFS may not enter into agreements with/make purchases from any organizations that have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. Organizations responding to any ODJFS RFGA opportunity MUST certify that they are NOT INELIGIBLE by signing each of the three statements below. Failure to provide proper affirming signature on any of these statements will result in the disqualification of your application.

I (signature of representative shown in Item # 7, above) hereby certify and affirm that Family and Youth Initiatives (name of the vendor shown in Item # 3, above), has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable statutes.

AND I (signature of representative shown in Item #7, above) hereby certify and affirm that Family and Youth Initiatives (name of the vendor shown in Item # 3, above), is not on the list established by the Ohio Secretary of State, pursuant to ORC Section 121.23, which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.

AND I (signature of representative shown in Item #7, above) hereby certify and affirm that Family and Youth Initiatives (name of the vendor shown in Item # 3, above), either is not subject to a finding for recovery under ORC Section 9.24, or has taken appropriate remedial steps required under that statute, or otherwise qualifies under that section to enter into contracts with the State of Ohio.

10. Equal Employment Opportunity Information on the Grantee and any Sub-grantee(s)

A. Provide vendor employee data both nationwide (including Ohio staff), and Ohio office employees separately:

Nationwide Ohio Offices

Total Number of Employees: 15

% of those who are Women: 93%  
% of those who are Minorities: 26.7%

B. If you are the selected vendor, will you subcontract any part of the work? NO

NO -or- YES, but for less than 50% of the work -or- YES, for 50% or more of the work

If yes, provide the following information on each subcontractor (additional pages may be added as needed):

Subcontractor Name: N/A

Address: \_\_\_\_\_

Work To Be \_\_\_\_\_

Performed: \_\_\_\_\_

(a brief description) \_\_\_\_\_

Subcontractor's Estimated Percentage of Total Project (in % of work, not % of dollars): \_\_\_\_\_

If 50% or more of the work will be subcontracted, then ALSO provide the following information on ALL proposed sub-grantees:

Nationwide Ohio Offices

Total Number of Employees: \_\_\_\_\_

% of those who are Women: \_\_\_\_\_

% of those who are Minorities: \_\_\_\_\_

C. Identify all state grants which the grantee has since the beginning of the last fiscal year (i.e., since July 01, 2012) through this fiscal year to date. Also include grants approved for ODJFS or institutions of higher education:

Total number of grants: 3

For each state grant, list the state agency and provide the following information:

State Agency/Educational Institution: ODH—as subcontractor under The Ridge Project

Grant Dollar Amount: \$90,242

State Agency/Educational Institution: Community Connectors Grant--ODE

Grant Dollar Amount: \$77,205.50

State Agency/Educational Institution: WIOA CCJFS

Grant Dollar Amount: \$50,250

Attach additional pages if needed

#### 11. Grantee Ethics Certification

As a grantee receiving grants from the State of Ohio, I certify on behalf of

Family and Youth Initiatives (name of vendor or grantee):

(1) I have reviewed and understand Ohio ethics and conflict of interests' laws, as found in Chapter 102. and Sections 2921.42

and 2921.43 of the Ohio Revised Code.

(2) I acknowledge that failure to comply with this certification is, by itself, grounds for termination of this contract or grant with the State of Ohio.

\_\_\_\_\_  
Signature of authorized agent

November 6, 2015

\_\_\_\_\_  
Date

12. I have read the ODJFS Model Grant attached to the RFGA, and if awarded a grant, I will not XX (or) I will request changes to the standard language, and have marked the requested changes and returned the model document with this proposal for consideration by ODJFS. (If so, ODJFS will review those requested changes if you are the selected grantee. All requested changes to model contract language are subject to ODJFS approval.)

13. I Pat Banaszak, (grantee representative in Item # 7) hereby affirm that this proposal accurately represents the capabilities and qualifications of Family and Youth Initiatives

(grantee's name), and I hereby affirm that the cost(s) bid to ODJFS for the performance of services and/or provision of goods covered in this application in response to this ODJFS RFGA is a firm fixed price, inclusive of all incidental as well as primary costs. (Failure to provide the proper affirming signature on this item may result in the disqualification of your proposal\bid.)

**14. Location of Business Declaration:** Vendors responding to any ODJFS RFP/RLB/RFGA (etc.) must certify that no public funds shall be spent on services provided/performed offshore by completing, signing, and returning the "Location of Business Form," which is the final section of this attachment. **FAILURE TO PROPERLY COMPLETE, SIGN AND RETURN THIS FORM, INCLUDING THE "LOCATION OF BUSINESS FORM," WILL RESULT IN DISQUALIFICATION OF THE VENDOR FROM CONSIDERATION FOR AWARD OF AN ODJFS CONTRACT.**

## Attachment A —Section II.

### Location of Business Form

Pursuant to Governor's Executive Order 2011-12K ([www.governor.ohio.gov](http://www.governor.ohio.gov)), no public funds shall be spent on services provided offshore. This form serves as a certification of compliance with this policy and required disclosures. Please answer the following questions about the project or service you are seeking to perform for or the funding for which you are applying from the Ohio Department of Job and Family Services:

1. Principal location of business of Grantee:

468 N. Dayton Lakeview Rd New Carlisle, Ohio 45344  
(Address) (City, State, Zip)

Name/Principal location of business of sub-grantee(s):

N/A  
(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

2. Location where services will be performed by Grantee: FYI has 2 other locations where services will be done as the main location. The addresses are: 815 W. Main St., Springfield, OH 45504 and 954 N. Maple Ave., Fairborn, OH 45324

(Address) (City, State, Zip)

Name/Location where services will be performed by sub-grantee(s):

N/A  
(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Grantee:

468 N. Dayton Lakeview Rd., New Carlisle, OH 45344  
(Address) (Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subgrantee(s):

N/A  
(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Grantee

All three FYI locations: 468 N Dayton Lakeview Rd., New Carlisle, OH 45344, 815 W. Main St., Springfield, OH 45504, and 954 N Maple, Fairborn, OH 45324

(Address)(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by sub-grantee(s):

N/A

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

**By signing below, I hereby certify and affirm** that I have reviewed, understand, and will abide by the Governor's Executive Order 2011-12K. I attest that no funds provided by ODJFS for this grant or any other agreement will be used to purchase services provided outside the United States or to contract with a sub-grantee(s) who will use the funds to purchase services provided outside the United States. I will promptly notify ODJFS if there is a change in the location where any of the services relating to this project will be performed. If I am signing this on behalf of a company, business, or organization, I hereby acknowledge that I have the authority to make this certification on behalf of that entity.

November 6, 2015

Signature

Date

Family and Youth Initiatives

468 N. Dayton Lakeview Rd. New Carlisle, OH 45344

Entity Name Address (Principal place of business)

Pat Banaszak

468 N Dayton Lakeview Rd., New Carlisle, OH 45344

Printed name of individual authorized

City, State, Zip to sign on behalf of entity

**ATTACHMENT C**  
**Application Score Sheet**  
**RFGA#: JFSR1617178105**

**PHASE I: Initial Qualifying Criteria Applicant Name: FAMILY AND YOUTH INITIATIVES**

The application must meet all of the following Phase I application acceptance criteria in order to be considered for further evaluation. Any application receiving a "no" response to any of the following qualifying criteria **shall be disqualified from consideration.**

ITEM #	APPLICATION ACCEPTANCE CRITERIA	RFGA SEC REFERENCE	Y E S	N O
1	Was the applicant's application received by the deadline as specified?	2.1/5.1		
2	Does the applicant's submission include all required affirmative statements and certifications, signed by the Applicants' responsible representative, as described in Attachment A to the RFGA?	Attachment A 5.2		

3	Included in those certifications, the applicant states that it is not excluded from entering into an agreement with ODJFS, due to restrictions related to the federal debarment list, unfair labor findings, or R.C. § 9.24.	<b>Attachment A/ 5.2</b>		
4	ODJFS' review of the Auditor of State website verifies that the applicant is not excluded from contracting with ODJFS by R.C. § 9.24 for an unresolved finding for recovery.	<b>Attachment A/5.2</b>		
5	Did the applicant provide evidence that they are a private not-for-profit organizations by submitting a copy of their organization's current and valid not-for-profit 501(c)(3) tax status determination letter from the Internal Revenue Service (IRS)?	<b>3.1, A</b>		
6	6 Did the applicant demonstrate that they have a physical location or office in the state of Ohio?.	<b>3.1, B</b>		
7	Did the applicant demonstrate their primary purpose is to promote childbirth, rather than abortion, through counseling and other services, including parenting and adoption support?	<b>3.1,C</b>		
8	8 Did the applicant demonstrate that they provide services to pregnant women and parents or other relatives caring for children twelve months of age or younger, including clothing, counseling, diapers, food, furniture, health care, parenting classes, postpartum recovery, shelter, and any other supportive services, programs, or related outreach?	<b>3.1, D</b>		
9	Did the applicant demonstrate they do not charge a fee to pregnant women and parents, or other relatives, caring for children twelve months of age or younger for any services received?	<b>3.1, E</b>		
10	10 Did the applicant demonstrate they are not involved in or associated with any abortion activities, including providing abortion counseling or referrals to abortion clinics, performing abortion-related medical procedures, or engaging in pro-abortion advertising?	<b>3.1 F</b>		
11	11 Did the applicant state that they do not discriminate in its provision of services on the basis of race, religion, color, age, marital status, national origin, disability or gender?	<b>3.1, G</b>		
12	Did the applicant state that if they plan to sub-contract or sub-grant services with any entities that are: 1) a private, not-for-profit entity; 2) physically and financially separate from any entity, or component of an entity, that engages in abortion activities; and, 3) not involved in or associated with any abortion activities, including providing abortion counseling or referrals to abortion clinics, performing abortion-related medical procedures, or engaging in pro-abortion advertising.	<b>3.1 H</b>		
13	Did the applicant sign the Program Assurances affirmation page and include it in their submission?	<b>3.1, I</b>		
14	Did the review team (in its initial/cursory review of the applicant's submission) determine that the application was free of trade secret/proprietary information as specified/restricted in the RFGA?	<b>4.4</b>		
15	Did the applicant remove all personal confidential information (such as home addresses and social security numbers) of applicant staff and/or of any subcontractor and subcontractor staff from resumes or any other part of the application package? [As stated in the RFGA, "ODJFS reserves the right to disqualify any vendor whose proposal is found to contain such prohibited personal information."]	<b>3.3</b>		

## PHASE II: Criteria for Scoring the Technical Application

Qualifying technical applications will be collectively scored by an Application Review Team (ART) appointed by ODJFS, Office of Families and Children. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the technical application exceeds, meets, partially meets or does not meet the requirements expressed in the RFGA/Technical Application, and assign the appropriate point value, as follows:

0 6 8 10  
Does Not Meet  
Requirement

Partially Meets

Requirement

Meets Requirement Exceeds Requirement

#### **Technical Performance Scoring Definitions:**

**“Does Not Meet Requirement”**- A particular RFGA requirement was not addressed in the applicant’s proposal,  
**Score: 0**

**“Partially Meets Requirement”**-Applicant proposal demonstrates some attempt at meeting a particular RFGA requirement,  
but that attempt falls below acceptable level, **Score: 6**

**“Meets Requirement”**-Applicant proposal fulfills a particular RFGA requirement in all material respects,  
potentially  
with only minor, non-substantial deviation, **Score: 8**

**“Exceeds Requirement”**-Applicant proposal fulfills a particular RFGA requirement in all material respects, and  
offers some additional level of quality in excess of ODJFS expectations, **Score: 10**

A technical application’s total PHASE II score will be the sum of the point value for all the evaluation criteria. The  
review

team will collectively score each individual qualifying application. Technical applications which do not meet or  
exceed a

total score of at least **282** points (a score which represents that the applicant has the capability to successfully  
perform

the program services) out of a maximum of **360** points, will be disqualified from further consideration, and its  
program

budget will not be considered. Only those applicants whose Technical Applications meet or exceed the minimum  
required

technical points will advance to PHASE III of the application score sheet.

ITEM

#### **# EVALUATION CRITERIA RFGA**

SEC.

REF.

**Weight Doesn’t**

**Meet**

**0**

**Partially**

**Meets**

**6**

**Meets**

**8**

**Exceeds**

**10**

Extension

#### **Organizational Experience and Capabilities**

(Provide information on partner, subcontractor, and key staff experience  
and capabilities, as appropriate.)

**1**

The applicant has clearly identified the organization’s  
primary purpose and identified the indicators used to  
determine the agency’s effectiveness and quality, and the  
outcomes achieved within the last 5 years for promoting  
childbirth, parenting education, and alternative to abortion  
3.2, A. 1

**2**

The applicant has described their agency’s length and depth of  
experience providing services in the following areas (minimum 2  
years in each):

1. Family planning;

2. Abortion prevention services and childbirth promotion;

3. Parenting development and/or adoption assistance and  
parenting education/development; and,

4. Adoption Assistance.

3.2, B. 2

#### **Key Staff Experience and Capabilities**

(Profiles and resume(s) must be included for all persons proposed for key positions.) Program Lead may also serve as Program Outcome Manager.

3

The applicant has identified and assigned one key staff person [to serve as **Program Lead**] who can demonstrate a minimum of two (2) years of experience operating in areas of family planning, abortion prevention services, childbirth promotion, parenting development and/or adoption assistance and resides in the state of Ohio.

3.3, A. 1

4

The applicant has identified and assigned a **Program Outcome Manager** with at least one (1) year of experience in working in areas of family planning or other services such as abortion prevention services, childbirth promotion, parenting development, and/or adoption assistance, data tracking and reporting

3.3, B. 1

5

The applicant has identified and assigned a Fiscal Specialist with at least one (1) year of experience in working with fiscal program and/or systems, preparing invoices, personnel reporting, preparing documentation.

3.3 C.

1

6

The applicant has identified and assigned a Case Worker with at least one (1) year of experience in working in areas of family planning or other family services that promote parenting, two parent families or family intervention services.

3.3 D.

1

7

The applicant has identified, by position and by name, any additional support staff their agency considers key to the program's success located within the service providers' office and have provided a list of key staff, their relevant education and work experience (including the subject and duration) and the duties they will perform under this program.

3.3 E.

1

8

The applicant has provided a current organizational chart (including any sub-grantees) and specified the management and administrative personnel assigned to this project.

3.3, F.

1

## **Organization Profile and Participant Eligibility**

9

The applicant has described the services they currently provide, intake process, follow-up services, logistics of operations and geographical areas of coverage, and has included any services it feels is unique. Also included their organization's website address and has attached a brochure or other printed material that provides information on their organization.

3.4 2

10 The applicant has described the population their organization serves including any demographic information as well as family makeup and has included the number of families that their agency has served in the past 2 years.

3.4 1

11 Applicant has described its experience determining eligibility for need based programs, and described how it will ensure, to the best



of its ability, the accuracy of the information provided by the program participant.

3.5 3

12 Applicant has defined the eligibility requirements they will use for the proposed services and includes participant income at or below 200% of federal poverty level, Temporary Assistance for Needy Families eligibility and citizenship requirements, and requirements as listed in 5101.804 of the Ohio Revised Code.

3.5 3

### **Program Design**

13 The applicant has included a description of the target audience it will serve. 3.6, A 2

14 The applicant has identified how many additional families it will serve and has thoroughly described their plan for 1) increasing participation above current levels, 2) how it will demonstrate the increase was a result of funding provided by the Ohio Parenting and Pregnancy Program, and how the expected increase will be measured.

3.6,

B, 1

3

15 The applicant has described in detail how they will notify the public of the availability of the services, including the marketing strategy, geographic outreach, multimedia strategy and anticipated number of contacts the agency will make through use of these strategies.

3.6,

B, 2

2

16 Applicants must indicate if any new or expanded services are planned. Applicants must provide an assessment of need and demonstrate how the new or expanded services will meet that need. Applicant must thoroughly describe the plan to deliver these services, including implementation, intended outcomes, the method in which new or expanded services will be communicated, implemented and evaluated for success.

3.6

B, 3

2

17 The applicant has included a description of how they will provide each of the following services and indicate whether services will be provided directly or through sub-agreement:

- Parenting and Family classes/counseling classes. And has included the curriculum used or a description of the class curriculum, lessons, goals and outcomes. Applicant has indicated indicate whether the curriculum is evidence based curriculum.

- Infant/child safety lessons

- Mother and child Nutrition education, including the risk of alcohol and tobacco

- Outreach for other social services not provided for by the agency (i.e. WIC, Food Assistance, Child Care Assistance).

3.6, C 4

18 The applicant has included a plan to address infant mortality in Ohio and provided a description of the plan to deliver services, implementation of services, delivery of services and intended outcomes.

3.6, D 2

19 The applicant has disclosed whether or not any sub-contractors / sub-grantees be used for this project. (If no, the applicant has included a statement that none will be involved. If yes, the applicant has described the procurement process and the timeline to accomplish procurement as well as provided all required information as specified in Section 4.6, of the RFGA.

3.6, F 1

20 The applicant has described the monitoring process for the subgrantee (if applicable) and has included the documentation that will be reviewed, who will perform the monitoring, the frequency that the sub-grantee shall provide performance reports and the plan addressing areas for improvement or poor performance. [If no sub-grantee is involved, the applicant will receive a "Meets" response for this requirement.]

3.6, G 1

21 The applicant has described how participant and program information will be collected and confidentially maintained.

3.6, H 1

### **Proposal Organization**

22 The applicant has submitted an application which complies with the specified submission format. 5.1 1

**Column Subtotal of "Partially Meets" points**

**Column Subtotal of "Meets" points**

**Column Subtotal of "Exceeds" points**

**GRAND TOTAL SCORE:**

**Based upon the Total Application Score earned, does the applicant's application proceed to the Phase III evaluation of its Program Budget? (Applicant's Grand Total Application Score must be at least 282 points.)**

**Yes No** (If "No," Applicant's Program Budget will not be considered.)

## **Ohio Parenting and Pregnancy Program Grant APPENDIX A TECHNICAL APPLICATION**

**Instructions:** Applicants are to fully complete this application and submit it with any additional required documents to be officially deemed the applicant's submitted response. Applicants may replicate this application in order to provide necessary responses; however, no application text may be altered or the applicant may risk disqualification.

# **Application Cover Page**

**Organization Name:** Family and Youth Initiatives

**Organization Address:** 468 North Dayton Lakeview Rd., New Carlisle, OH 45344

**Point of Contact:** Pat Banaszak, Executive Director

**Telephone Number:** 937-845-0403

**Fax Number:** 937-845-0913

**E-mail Address:** pat@fyiohio.org

**Federal Tax Id Number:** 31-0960546

**OAKS Vendor ID:** APPLIED FOR BUT HAVE NOT RECEIVED ID YET

**DUNS Number:** 122757573

**Director/CEO:** Pat Banaszak

**Name of Signature Authority:** Pat Banaszak

**Title of Signature Authority:** Executive Director

**E-mail Address of Signature Authority:** pat@fyiohio.org

## **Ohio Parenting and Pregnancy Program Grant APPENDIX A TECHNICAL APPLICATION**

### **3.1 Mandatory Applicant Qualifications**

In order to be considered for the grant expected to result from this RFGA, ODJFS requires that interested applicants **MUST** meet, at minimum, **ALL** the following qualification requirements. **Applicants who do not meet the following requirements shall not be considered for any grant award.**

Applicants **MUST** provide evidence that they are a private not-for-profit organizations by submitting a copy of their organization's current and valid not-for-profit 501(c)(3) tax status determination letter from the Internal Revenue Service (IRS). Please attach this documentation with your organization's application submission

#### **3.1 A The IRS letter is attached.**

Applicants **MUST** demonstrate that they have a physical location or office in the State of Ohio. Please provide your organizations office location/address **(3.1 B.)**.

**3.1 B Family and Youth Initiatives has one main office and 2 satellites. Our main office is located at 468 N. Dayton Lakeview Rd., New Carlisle, OH 45344 and we have a pregnancy and parenting center there, as well. In addition to the main FYI office, FYI has two other satellite centers which are located at 954 N. Maple Ave, Fairborn, OH 45324, and at 815 West Main Street, Springfield, OH 45504. All have various hours and days to be open.**

Applicants **MUST** sign the Program Assurances affirmation page of this application and include it in their application submission **(3.1 I.)**. It is signed and attached.

#### **3.1I The assurances have been signed.**

Applicants **MUST** complete, sign and include with their application Attachment A., Required Applicant Information & Certification **(5.2**

#### **5.2 This is included.**

## **Ohio Parenting and Pregnancy Program Grant APPENDIX A TECHNICAL APPLICATION**

### **3.2 Organizational Experience and Capabilities (Response should be no more than 2 pages in these items)**

Clearly identify your organization's primary purpose, the indicators your organization uses to determine effectiveness, and the outcomes achieved within the last 5 years for promoting childbirth, parenting education, and alternative to abortion **(3.2 A.)**.

Describe your organization's length and depth of experience providing services in the following areas (minimum of 2 years in each) **(3.2 B.)**:

The Women's Network, a program under Family and Youth Initiatives, has a long record and history of helping women and men in the field of parenting and child development. Beginning as a hotline in two cities—Fairborn and Springfield, Ohio, the demand of the founders, Joyce Barnes and Pat Banaszak, was for professionalism, non-judgmental advising, up-to-date, sound, and correct medical education about pregnancy, abortion alternatives, material and emotional assistance and with parenting after the baby is born and with child development until the baby reaches three years of age. These were considered critical by every person who volunteered to help on the hotline and training sessions were instituted immediately so that though every person was a volunteer, each was trained in advising techniques, medical information, and keeping data on each client. Confidentiality and other essential tools of speaking to clients who came from a wide range of cultures was also stressed. So well trained were they that our first advisor and director became the head of the domestic violence program for the Clark County Prosecutor's office and remains there today.

FYI has worked with several national curricula in search of the most effective one for our clients. Many have been very good but FYI has found that the most effective have been Earn While You Learn, Growing Child, ....., and use each of them in tandem. Traditionally, most families are clients of the agency for about 2 years or until they feel comfortable on their own, but surveys have shown that they have learned and put into practice many of the lessons about parenting and relationships with their partner and the child. The results have been obtained by surveys and interviews with many former clients and remarks when they come back to volunteer or for their next baby.

The major obstacle FYI has faced is the lack of males to direct the fatherhood program and help new fathers become more involved with their babies and stay involved throughout their childhood. It has been shown that fathers who are involved and bonded before the baby is born, will stay involved after the birth. When we have men involved the men feel included and enjoy the lessons that are made specifically for them and earning points to earn items from the baby boutique at each center for their child. FYI has allowed its women staff members to mentor the men, but it is not as effective as the male bonding that takes place with man to man encounters. The men who come for their appointments are bonding with their children, but the male influence is much more effective. FYI will continue to strive to have more male mentors involved.

Another obstacle encountered by FYI has been the lack of self esteem and skills for self sufficiency exhibited by over 87% of the clients when they first come to the centers. Many have never been given the tools enabling them to take care of themselves, nor to get a self sustaining job, not to mention parenting skills. FYI offers the effective programs for parenting and self esteem (Less than 1% of all of Women's Network clients have been involved in cases with Children's Services). One of FYI's goals is to give the clients the tools to be self sufficient within three years.

FYI has seen thousands of women since 1978 who have come to us confused and not knowing what to do. They are lost. Sometimes getting pregnant just to have someone to love, sometimes it happened only one time. FYI trains every mentor who works with women to be compassionate, non judgmental, and a good listener picking up on key words to know the needs of each one. Most of our mentors have over 4 years experience working in our centers. Some have had the experience of being a teen mom so they readily understand the challenges the client faces. FYI believes that by supporting the clients with life affirming education and life skills, we are equipping them to have self respect and be self sufficient.

#### a. Family planning:

Since its inception in 1978, FYI's Women's Network center's staff and volunteers do not discuss artificial birth control methods or implants. We do discuss responsibility and their choices and ability to

afford children. FYI is a pro life agency and it does not refer or recommend abortion, but instead endeavors to find positive solutions for each pregnancy. We talk about renewed abstinence and natural family planning and explain STDs and the ineffectiveness of condoms against most of them. We also have a series of classes on relationships and positive choices in life that will lead them to their long term goals. We do this as well in most middle and high schools in six counties with a 5-day curricula focusing on sexual risk avoidance, long term goals, and relationships.

b. Abortion prevention services and childbirth promotion;

FYI has provided abortion prevention services by giving our clients non judgmental love and a secure environment to talk about the challenges bringing them to the point where abortion seems to be an option. Our mentors listen carefully to each client, focusing on each word and pointing out positive options and talking about setting long term goals and helping her understand that she can reach those goals and keep her baby as well. We point out two basic options, adoption or keeping the baby. If she indicates she would like to pursue adoption, we refer her to an approved adoption agency. BUT we retain her as a client encouraging her to do the classes on life skills and relationships to strengthen her emotionally and physically prepare her for childbirth.

c. Parenting education/development; and

When FYI initiated its centers in 1978, we did not teach as much parenting education as we do today. The curricula, *Earn While You Learn*, and other similar curricula was taught in order for the woman to understand her pregnancy and learn about her particular circumstances. An advisor was

assigned to work with her to change her situation and work through the challenges that led to her pregnancy, and to realize that she can obtain her long term goals. FYI offered incentives to keep girls coming back. Diapers, cribs, car seats, clothes were all part of the incentives. In 1990, when FYI expanded, we made the decision to offer life skills classes, so our clients could be ready to be self sufficient within three years. FYI works with their clients from the time they think they are pregnant until the child is 3 and if there are special circumstances, until the child is 5. Generally appointments are 2-3 weeks apart (at about 7.5 months appointments get closer together) and the clients are given lessons on parenting, development of the baby and as he/she grows there are lessons on positive discipline, domestic violence, and other programs to help our client and her baby succeed in life. We also have a Fatherhood program that is similar for the men.

d. Adoption assistance.

When FYI was just a hotline, we researched the area to find reliable adoption agencies and lawyers who could help us with clients who choose this option. We found many that charged extraordinary amounts for this service. One lawyer we found, Joseph Monnin, helped our clients and the adoptive parents for free. They paid just the basic charges for court. A few clients chose that option, but often when the baby was born they changed their minds and opted to keep the baby. To be able to support them and respect their decision, we knew that we could no longer be their sole mentor and so in 1985, we found an agency who partnered with us to help our clients through the adoption process, and if they changed their minds, we could help mentor them in parenting. Today, we have the same procedure thus giving the client two

sources of help, our mentors and the adoption center that we use. We still see very few adoptions, but if we have one, we are ready to help the client get to know herself, so she is sure of her decision, when the baby is born but understands that if she changes her mind, we are there for her.

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### **3.3 Key Staff Experience and Capabilities**

Profiles and resumes must easily identify how the applicant's assigned key staff meet the required experience and capabilities for this program. Profiles and resumes must also be included for all persons proposed for key positions. **(Response should be no more than 8 pages in total for these items, not including key staff resumes.)**

Identify and assign one key staff person to serve as Program Lead who holds, at minimum, a two year degree in social services or similar discipline, and demonstrates a minimum of two (2) years of experience operating in areas of family planning, abortion prevention services, childbirth promotion, parenting education/development and/or adoption assistance.

Identified staff member must be in a lead position on this project and reside in the state of Ohio [applications which do not meet this qualification will be disqualified from further consideration for grant award]. Applicant must provide an affirmation that the Program Lead resides in Ohio [Do not provide Program Lead's home address] **(3.3 A.)**.

**The Program Lead** will be Pat Banaszak, who is the Executive Director, of Family and Youth Initiatives. She began volunteering for Dayton Right to Life in 1972, and she and her husband, David, along with 5 others founded both Clark County Right to Life in 1973 and Tri County Right to Life in 1978. Both groups were founded on the principle of the Sanctity of all Human Life. Since that time Pat has been involved with all programs of Clark and Tri County Right to Life, and in 1978, Tri County RTL began the Pregnancy Center, to give women help in their choice of whether or not to carry their pregnancy to term. In 1990 expansion into offices in New Carlisle and Fairborn (until that time they only had hotlines) found an overload of teens and women who needed the services of the Network centers and they quickly were utilized to capacity. In 1993, the Fairborn center saw a 45% increase in youth between the ages of 10-12 coming in for pregnancy tests. Pat partnered with GRADS educator, Wendy Kirsch, and created a program to teach in middle and high schools about Sexual Risk avoidance, refusal skills of all at risk behavior, and long term goals. That was the beginning of the ***Real Life...A Matter of Choices*** program. Pat has created 10 other programs since. Each program is examined by the Board of Directors and has to maintain the Mission: ***"Educating Families/ Strengthening Communities"*** and the vision: ***"Working Hand in Hand to educate families and youth to make positive decisions for their lives."*** Pat received her Masters in counseling for high school in 1998 and continues to attend conferences and educational seminars for up to date statistics education and requires her staff to do so as well. She is ready and excited about the expansion of clients and programs our Centers can have because of this grant.

Identify and assign a key staff member to serve as **Program Outcome Manager**. Program Outcome Manager will be responsible for ensuring that the applicant's proposed planned uses of funding (e.g., increase number served, provide new or expanded services, expand geographical area served, or other relevant use of funding) is being successfully accomplished, and reporting participant activity, services provided and other data in a monthly report or as requested to ODJFS. The Program Outcome Manager should have at least one (1) year of experience in working in areas of family planning, or other services such

as abortion prevention, childbirth promotion, parenting development and/or adoption assistance, data tracking and reporting. Note: The applicant's Program Outcome Manager may also serve as Program Lead; however, the applicant must demonstrate that the assigned key staff person meets the minimum required experience for both roles **(3.3 B.)**.

Nikki Stefanow will take the position of **Program Outcome Manager**. Nikki began volunteering at the Women's Network in 2008 after years of homeschooling and raising her children. She prepared their lessons and educated them throughout most of their schooling and reported their records and grades to the Ohio Department of Education. While she was raising her family, Nikki was active in her church working as a youth counselor, fundraiser coordinator, and newcomer and fellowship coordinator. These experiences prepared Nikki to be an excellent advisor when she began volunteering for FYI at the Fairborn Women's Center utilizing her excellent mentoring skills with clients in pregnancy and parenting, using evidenced based curricula. In 2010 Nikki became assistant coordinator of the Fairborn Network and in 2012, she was named director of that center and assumed the role of director of all three networks in 2014. Since then, Nikki has reorganized the networks so that all three record files the same way, they all have the same flow of curricula used and points to be given. She has created a system for clients to move seamlessly from one center to the next with their files following them. She has raised the morale of the staff 100%. Her compassion shows as she interfaces staff and clients. Nikki hopes to expand the network to service more clients and to offer more services so that they can truly be self sufficient by the time their babies reach the age of 3 with this grant.

Identify and assign a key staff member to serve as **Fiscal Specialist** to be responsible for preparing monthly invoices; ensuring adherence to fiscal policies and procedures; and preparing any additional reports as necessary. The **Fiscal Specialist** should have at least one (1) year of experience in working with fiscal programs, preparing invoices, personnel reporting, and preparing documentation **(3.3 C.)**.

Sara Woodin will be assigned as **Fiscal Specialist**. Sara Woodin, the current Fiscal Director for Family and Youth Initiatives and has been in the position for almost 2.5 years. Sara has a background in fiscal management, graduating with an associate's degree in Applied Science from Sinclair Community College in May of 2013. She has adapted to two separate programs, Peachtree and Quick Books when the organization changed systems. She is currently managing the organization's budget of just under \$500,000 and has prepared invoices, personnel reporting including paychecks, preparing documents and reports for Federal, State, and Local grants, and has excelled in each area. FYI's audit this year shows no written reports and praise for Sara and her management of FYI. As part of her job, Sara has revamped the timesheets to show not only how time is spent, but in which category of Administrative, Support, and Direct Services. Every employee reports their work time showing these important percentages.

Identify and assign at least one key staff member to serve as **Case Worker** to be responsible for coordinating care, resources and services for individual or family participants that will provide services to promote childbirth and parenting. The **Case Worker** should have at least one (1) year of experience in working in areas of family planning or other family services that promote parenting, two parent families or family intervention services **(3.3 D.)**.



**Diana Hobbs will serve as Case Worker in the Fairborn office. Diana has a background in the medical field and as such has a compassion for the clients in need. She, herself, was a teen mom and she identifies easily with many of the clients and their challenges. Diana comes from a background of helping others and will continue that in this job. She is a college graduate and is currently pursuing her certification to become an intervention specialist. Diana will be supervisor to the volunteers in Fairborn. She is presently an in-school educator for FYI, teaching relationships, respect, responsibility and long term goals to middle and high school students in six counties. She will be responsible for the client reports and counts of clients, and other reports needing to be made.**

**FYI presently employs a Case Manager at each of the other two centers. Julie Daniels has been at the New Carlisle Center for over 4 years and is experienced working with both English and Spanish speaking clients. She strives to ensure all clients are comfortable with our programs and with the WIC program housed in the same location. She wants the clients to understand the benefits of using both services. She would like to add an extra day to the Network services so that we can service more clients effectively.**

**Tonya Watkins, Case Manager of the Springfield Network is relatively new to the center. She volunteered at the Fairborn Center for the past 3 years and was recently promoted. She has reorganized the Springfield center to be more welcoming to clients and created a conference room for group classes. Our Springfield Network is located in the worse crime area in Springfield but Tonya, who has risen out of poverty, has taken measures to make sure the clients feel safe in the office. During the time she has been there she is continually raising the numbers of those we work with. She would like to expand hours for more client services that could be offered.**

Identify, by position and by name, any additional support staff your organization considers key to the program's success located within the service providers' office. Provide a list of key staff, their relevant education and work experience (including the subject and duration) and the duties they will perform under this program (3.3 E.).

The newest staff position that FYI will hire is a Marketing Specialist who can raise community awareness within the three communities where FYI Women's Network Centers are located. That position will be filled by Amber Hargett. Amber will be responsible for creating brochures and flyers for the Centers, publicity and the dissemination of such, and social media to encourage those in need to come for help. Her job is critical to the expansion of the Networks this next year.

FYI will use volunteers for the remainder of the staff in Fairborn as they have since the beginning in 1990. A paid Coordinator for the Fairborn center, will allow us to have a consistent, responsible person to oversee all the workings of the center. Diana Hobbs will be there on a consistent basis to guide the center and keep the accurate records, to notice trends and changes in people coming for help and to have more programs that will help clients and give them the tools to be responsible. Our other two centers have paid staff, and so we will ask for other things

for those centers. FYI has three special volunteers who contribute to the success to the Women's Network programs. They are and their jobs are:

**Judy Yarwick, Volunteer Publicity Manager:** Judy has volunteered for FYI for seven years and creates many of the graphic arts jobs, creates spreadsheets, helps with newsletters, and other tasks that allow FYI to function well. She is a retired City of Springfield Finance Department employee.

**Jan Shaw, Volunteer Data Manager:** Jan has worked with FYI for a year. She is retired from Wright Patterson Air Force Base and is an expert in data management and computers. She has coordinated all of the Women's Network computers so that they all use the same Access program making adjustments to enable FYI to analyze the data within each center and to understand how we are performing in reference to our goals.

**Anna Gros, Volunteer Consultant and Buyer:** Anna has been with FYI since 1985 and retiring as Fairborn Director 3 years ago. Anna remains with FYI as a volunteer consultant and buyer for many of the items needed by the networks for their baby boutiques, such as cribs, car seats and diapers (the items that cannot be donated in used condition) and other baby items that are needed and not donated. She has many years of mentoring and advising both women and men in prenatal and parenting skills and is noted for her expertise in this area.

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Provide a current organizational chart (including subcontractor/sub-grantees) and specify the key management and administrative personnel who will be assigned to the project (3.3 F.).

**Important:** It is the affirmative responsibility of the organization submitting an application to remove all personal confidential information (such as home addresses and social security numbers) of the organization's staff and/or of any subcontractor and subcontractor staff from resumes or any other part of the application package.

The organizational chart, a map of the FYI organization is included as an attachment. The key management and administrative personnel who will be working with this project are: Program Lead will be Pat Banaszak, Executive Director. Pat holds a Master's Degree in Counseling, as well as 40 years of experience counseling young pregnant women and teaching parenting skills. She has lived in the same house in Ohio since 1972. Her husband worked as an engineer for WPAFB and all 4 of their children graduated from Tecumseh Schools. Pat will be responsible for ensuring that all functions and projects expected by this grant are implemented and all Centers are running with accurately and efficiency. She will have monthly meetings to discuss

successes and challenges in order they can be resolved or tweaked so clients have the best mentoring and get the help they need.

Nikki Stefanow will be Program Outcome Manager. Nikki will be responsible for achieving the proposed planned use of funding, increasing the number of clients served, providing both new and expanded services, and gathering the data from the centers and presenting it on a timely basis. She brings with her 8 years of experience within the Fairborn Pregnancy and Parenting Center, including 2 years as over-all Director of the Centers. Nikki was a teen mom and she understand the concerns of many of the clients and has the compassion and understanding of their struggles.

Sara Woodin will serve as Fiscal Specialist. Sara graduated in 2013 with an associates degree in Accounting from Sinclair Community College and has become an expert in both Peachtree and Quick Books. Her responsibilities consist of preparing monthly invoices, ensuring adherence to fiscal policies and procedures, and preparing any additional financial reports as necessary and responsibilities she already carries with other grants.

The Case Manager for Fairborn will be Diana Hobbs. Diana has been with FYI for over 1 year and has volunteered for the Fairborn Women's Network before she worked as an Educator for FYIs program, Real Life...A Matter of Choices. Within that program, Diana teaches in many of the middle and high schools in a 6 county area talking to youth about sexual risk avoidance, consequences of risky behaviors, refusal skills, and long term goals. She will be responsible for coordinating the care, resources, and services for the clients and their family members who come for pregnancy and parenting help.

Likewise, Julie Daniel and Tonya Watkins, the directors of the centers in New Carlisle and Springfield respectively, will not be paid out of this grant, but have the same responsibilities. Both have been involved in the Centers for over 2 years, first as volunteers, then in paid positions as they became open.

Amber Hargett will create the atmosphere of a compassionate, friendly center where young men and women will want to come to get help for their baby to be. Within her position she will reach out to groups in the locations that will partner with FYI to help the clients in their journey to self discovery, parenthood and eventually to good parenting and self sufficiency.

Additional help done by volunteers consists of:

**Jen Shaw, Data Manager to develop data management collection for the reports that will be created.**

**Judy Yarwick, Publicity Director, will ensure that publicity about the program will get to print media and will work with FYI for the forms, flyers, and paperwork which will assure FYI of sustainability in the future.**

**Anna Gros consultant and buyer. Anna has been with FYI since 1985 and retired as Fairborn Director 3 years ago, but still stays as a volunteer consultant and buyer of much of the items needed by the networks for the baby boutiques such as cribs, car seats and diapers (the items that cannot be donated in used condition) and other baby items that are needed and not donated. She has many years of mentoring and advising both women and men in prenatal and parenting skills and is valuable for her expertise in this area.**

## **Ohio Parenting and Pregnancy Program Grant APPENDIX A TECHNICAL APPLICATION**

### **3.4 Organization Profile**

**(Response should be no more than 4 pages in total for this item, not including attached brochures/printed material.)**

Describe the services your organization currently provides. Include the intake process, services provided after intake and how the services are provided/received, and any follow up services, logistics of operation and geographical areas of coverage. Include any services you consider unique to your organization. Attach your organization's website address and attach a brochure or other printed material that provides information on your organization.

Describe the population your organization serves including any demographic information as well as family makeup. Include the number of families for whom your organization has provided Family planning , Abortion prevention services and childbirth promotion; and Parenting education/development in the past 2 years.

**FYI provides wraparound services for clients and their babies and offers services until they are between 3 to 5 years old. The process begins when the parent or parents come to one of the centers and asks for help.**

Describe in detail the services your organization currently provides. Include the intake process,

**When a prospective client comes to one of our centers, she is given a pregnancy test and an intake questionnaire. If the father comes, he too is given an intake questionnaire. The application is filled out with an advisor. From the questionnaire, the advisor understands the client's needs, her/his challenges, their desire for the pregnancy, and their needs to be self sufficient and their parenting skills. With this information and depending on the results of the pregnancy tests, the advisors will either accept them as a client or will refer them to an agency that might be better suited to meet their needs.**

Services provided after intake and how the services are provided/received, and any follow up services,

Services FYI provided are one on one mentoring, and depending on client's skill level, we have over 200 lessons available on pregnancy & parenting. Clients complete the lessons to earn items (crib, car seat, diapers, high chair, stroller, almost any baby items, etc). As they finish the lessons and show understanding of the materials, they earn points, which can be spent in our Baby Boutiques. Because diapers are part of hygiene and health, clients can get a supply of these every month. The follow up services which are unique to FYI continue through age 5. Clients take more parenting classes to have them ready for their children to be successful as they start school. Earn While You Learn curricula is used in these programs as well as a wraparound program of FYI called Little Scholars. This is a unique preschool that works with 3-5 year olds with the focus on socio-emotional skills and the requirement that parents be in the class as well for additional parenting classes.

Logistics of operation and geographical areas of coverage.

**FYI's three centers serve in three geographical areas: In Fairborn and New Carlisle both of these centers are located in different parts of the county where most of the services we provide do not exist. Fairborn is a small city and most of our clients are economically depressed and have no transportation to reach the city of Xenia, where the services are located. The same is true for New Carlisle, a rural city at the edge of Clark County with no transportation to Springfield. The Springfield center is located in the worst crime area in the city and thus can refer elsewhere. Still because many of the clients walk to the center, FYI tries to have the various partnering groups come to the center so the clients do not have to worry about walking to services especially in the surrounding unsafe neighborhood.**

Include any services you consider unique to your organization.

Because we have found a number of areas where clients needs are not being met, we try to use the expertise of other agencies and utilize their ideas such as: OSU Master Gardeners, a program we use, along with the community garden begun by FYI 4 years ago to help our clients understand about nutrition, growing and harvesting, and preserving and preparing vegetables to make nutritious healthy foods. Little Scholars, a program especially for pre school designed to teach parenting skills, as well as socio-economic skills. Job Skills, designed for parents to prepare them for basic jobs and a referral network with Ohio Means Jobs to link to jobs. Latino Connection and Teaching Mentoring Communities to work with the growing Latino communities in all of our areas designed to get the parents engaged and promote continuous attendance to our lessons after the baby is born. Fatherhood Project, just beginning but already has 27 men involved to instill the knowledge of how much fathers are valued in their child's life and parenting skills.

Attach your organization's website address and attach a brochure or other printed material that provides information on your organization (if available).

**The website is [www.fyiohio.org](http://www.fyiohio.org) and the brochures are attached.**

Describe the population your organization serves including any demographic information as well as family makeup. Include the number of families for whom, in the past 2 years your organization has provided family planning, abortion prevention services, childbirth promotion, and parenting education or development.

**The population FYI serves is a mix of Caucasian and Hispanic families. The Hispanic population is growing in this area and now comprises 30 % of our clients. FYI still serves mostly single moms, but the Fatherhood Program is quickly growing. A year ago we had 5-9 dads involved, today, we have 27. Most of our clients live in deep poverty and most live in low income housing in the three areas. In Fairborn and Springfield most clients usually walk to their appointments and in New Carlisle clients either walk from New Carlisle or catch a ride with a friend for their WIC appointment (The WIC New Carlisle office is in the New Carlisle center's space. The number of families served in the past 2 years in all of our centers is 565, an average of 282 per year.**

## **Ohio Parenting and Pregnancy Program Grant APPENDIX A TECHNICAL APPLICATION**

### **3.5 Participant Eligibility**

**(Response should be no more than 2 pages for this item)**

Applicant must describe its experience determining eligibility for need based programs, and describe how it will ensure, to the best of its ability, the accuracy of the information provided by the program participant.

**FYI has worked with many eligibility required grants for many years, and understands the workings of the PRC forms for some TANF programs, the eligibility of food stamp process and other needs based programs. The programs we are involved in, we have required those applying to have proof of residency, proof of income, number of people in the household, and proof of pregnancy if necessary. In 2007 we were in grant with Springfield City Schools and also had eligibility forms for our elementary and middle school children in the program. The Women's Network had to have them until we were declared under TANF rules # 1, 2,3 and 4. (1. Provide assistance to needy families so that children can be cared for in their own homes; 2) Reduce the dependency of needy parents by promoting job preparation, work and marriage; 3) Prevent and reduce the incidence of out-of-wedlock pregnancies; and 4) Encourage the formation and maintenance of two parent families. The work with our families and moms fit into one of more of the categories.**

Applicant must define the eligibility requirements they will use for the proposed services. At

minimum, the eligibility requirements must include: **and we will use the following methods to assure proper eligibility (A yes will be put at the end of every statement we are using to test**

- 1) Participant income at or below 200% of the current federal poverty level; **YES**
- 2) Temporary Assistance for Needy Families (TANF) eligibility and citizenship requirements; and **YES**
- 3) Requirements as listed in ORC 5101.804. **YES**

Additional eligibility standards may be added.

Program participants will be permitted to provide self-certification of income and TANF eligibility only. If selected, a form will be provided by ODJFS to the Applicant. Eligibility and Citizenship. **YES would like to do this.**

Verification must be conducted by the applicant and may not be sub-awarded to another agency. Determined eligibility in the past if received other govt assistance. **YES but have to get proof of residency.**

## **Ohio Parenting and Pregnancy Program Grant APPENDIX A TECHNICAL APPLICATION**

### **3.6 Program Design**

**(Response should be no more than 4 pages in total for this section)**

A. Include a description of the target audience that it will serve.

The target audience FYI will serve is moms and dads who are pregnant and parenting children under 1 year of age. Most will be under 200% of the poverty level and most will be located within 5 miles of each center. FYI would like to increase the numbers of moms and dads involved with the babies—from the time they find out they are pregnant. It has been shown by many statistics, that if a father is involved with the unborn baby, he will be involved after the birth as well. The goal for FYI is to add an additional 25 clients or a 50% increase throughout the next year.

With creative social media and billboards, more families, and especially fathers, will come and understand their importance in their child's life. Expanded times to be open at each center will allow for more clients and classes to be conducted. Because FYI serves a sizable amount of farm laborers, and many times they cannot come in for appointments at traditional times, FYI would like to expand its education to putting many of its lessons on UTube, which is where our younger clients look to for answers, and educate them that way in addition to person to person.

B. Program Requirements

It is expected that funding will be used to increase community awareness of available services, increase availability of services thereby increasing the number of families served, and provide new and expanded services for pregnant women and parents, or other relatives caring for children twelve months of age or younger. Applicants must thoroughly describe how it will meet the following program goals and the strategy to meet the following requirements.

- 1) Increase numbers served: By expanding hours and days FYI is open in each location, that will allow time and space everyone better and to have more classes and individual



appointments. Each center will track the amount of increase over the next 7 months. The goal is to serve 50% more of the numbers we currently have for expansion of those who qualify as being pregnant or parenting children under 12 months. With the use of social media, we will record the numbers of hits we have, we will create a survey after the video to capture the knowledge people have received, and we will put those people to come in to one of the centers for one on one mentoring.

The applicant must identify how many additional families it will serve, and thoroughly describe its plan for:

a) increasing participation above current levels—Expanding our hours on both the days that the center is open and by adding days to be open will bring in more clients. Many have asked us to be open on Friday, and we will try to be open other days and track participation variances. We will also track births in our area and invite those families we know who have babies in this age range be sent a personal invitation to apply at the networks. Again, the goal is to expand by 50%.

b) demonstrating the increase is the result of funding provided—As this campaign gets underway, we will have a survey for clients to fill out that will show us that the use of the funds in this matter are the best. A notice on all materials which this grants funds will have the notice on the back and FYI will monitor the number of families served—especially in the expanded hours.

c) and how the expected increase will be measured—FYI will have a survey for families to complete. That survey will ask them specifically where they got their information and why they chose to come to the Network. FYI will also monitor numbers of families coming both during regular hours and other specified hours as well.

Increase community awareness and availability of services—This will be done through strategic placement of brochures and pamphlets in doctors offices, other agencies that work with pregnant and young babies, and various places that women will frequent. Create a brochure that specifically gives updated hours, materials to be earned by doing the program, and services to be rendered. With the help of our marketing specialist FYI will be able to create and promote the Women's Network more forcefully, with increased visibility, and with more emphasis on social media. The organization will be able to reach more parents in the age group that will be having families. And with educational videos on UTube, FYI will be able to touch many who might not know about us, but need to know the lessons on the video.

Applicants must describe how it will notify the public of the availability of services including a Marketing strategy—FYI has utilized mouth to mouth marketing strategies in the past to let women and men know that there is help for them. Our marketer will analyze the effectiveness and reach each field of the social media campaign for the Network. FYI has both Facebook and web accounts and will use those to attract people into the social media field of this campaign. It will use surveys to test the effectiveness as well. After the marketing pieces are in place, FYI will make sure local organizations, local events and fairs and festivals have FYI people present to explain and promote the programs. Finally, FYI will offer incentives to clients who bring in new clients.



Geographic reach; multimedia strategy; and the anticipated number of contacts—The geographic reach will include all three locations of the Women’s Networks, Fairborn, New Carlisle, and Springfield and the vicinities around them. This includes a medium size city, a fairly rural area, and a small city. It includes all economic levels, but the percentages of poor are quite high in each of the areas.

The multimedia strategy is two-fold. 1) Brochures to be specific for people who are not involved with FYI at the present time introducing them to the services that are offered, the materials that can be supplied, the ease in making appointments and the variety of locations available. It will promote the class taught, the care of the staff and the importance of the parents within the child’s life. 2) Separate social media, specific social media and especially U-Tube videos will be done to demonstrate various lessons included at the network, such as how to diaper a baby, how to burp, how to get one to go to sleep, etc. These videos have been requested many times by clients, but FYI has never had finances to do them. Done by staff that the clients trust, they will also introduce many prospective clients to the services they receive at the centers. The number of contacts will be monitored by the tools of social media experts, but we hope to have 200-300 hits by the end of the 7 months.

The organization will make through these strategies. Include the indicators your organization will:

Use to measure effectiveness.—FYI use Sea Monkey or similar surveys like that to measure the people who are looking at social media and will invite comments about their effectiveness. FYI will also track the additional numbers of new clients applying for services. Tracking will also occur through other organizations with whom we partner and how many referrals have been made to us and discuss various ways we can improve our strategies to get more needy clients to sign up. Finally, FYI will meet with both GRADS program to introduce their students into our program and will give incentives to those students who sign up and come on a regular basis. Every two months we will review our effectiveness in the recruitment process and course-correct if necessary.

### C. Mandatory services

At a minimum, applicants must provide ALL of the following services to participants and indicate whether these services will be provided directly by the applicant or through a sub agreement contract with another organization.

a. Parenting and family classes/counseling classes. Applicants must include the curriculum to be used or a description of the class curriculum, lessons, goals and outcomes. Application should indicate whether the curriculum is an evidence based curriculum. FYI has used Heritage House 76 and their curricula as the basis for our pregnancy and parenting classes. It is an evidenced based curricula and its over 200 lessons gives us much to teach our clients and allows us to assess them for their needs and be able to structure their lessons to meet those needs. A copy of the lessons, and what they teach is indicated in the attachment. The goals for all of our lessons is to give the parents the tools to be self confident, to be a parent, the ability to make positive decisions for both their pregnancy and their newborn children, learn how to care for their babies, and learn through parenting classes to be the best parents they can be. The outcome,

as stated before, is to make them responsible and self sufficient as parents by the time the child is three. CURRICULA ATTACHED.

b. Infant/child safety lessons—FYI uses the *Earn While You Learn Program*, an evidenced based curricula for these lessons: in particular lessons 2.3, 6.2 , 6.4, 7.1, 7.2, 7.3, 8.4, 8.5. They also use kits and items from Children’s Medical Center in Dayton Ohio, to show clients how to put in car seats properly and how to keep child safe around the house and yard, dog bites, poison control and many other safety topics. Also FYI also gives each mom a subscription for the viral Growing Child which teaches many of the safety techniques.

c. Mother and child nutrition education including the risks of alcohol, tobacco—The Heritage House lessons used are 1.3, 2.1 8,1,82, 10.1, 10.2, 10.3, 10.4, and again the Growing Child Curricula and Master Gardens of Clark County give us plants every year to plant in our garden. FYI also has a community garden for hands on work and also growing, harvesting, and preservations techniques. We work with Children’s Medical Center to bring out programs for our clients with different programs which our clients may need, various dentists for teeth cleaning, and other local agencies in both Greene and Clark Counties who have the same clients or similar ones that we can share to help them more.

d. Outreach for other social services not provided by the organization—FYI works with many organizations which have great supports for our clients including: OSU Extension Offices, WIC, Clark County Health Department, the food pantries, churches in each area. All of these services are free—except for the copies and workbooks and equipment to allow clients to take it home (such as a blender for food preparation for baby food).

#### D. Addressing Infant Mortality

Applicants must include a plan to address the infant mortality crisis in Ohio, the services they will provide to its participants and staff to help reduce the risk of infant mortality, and a plan to deliver those services, along with any additional services, including implementation, service delivery, and intended outcomes. Include the indicators your organization will use to measure effectiveness.—FYI will use the Health department power point from SIDS training; also info from Miami Valley Women Center—all evidenced based curricula; train staff to relay information (this training would be offered quarterly & information given to all clients) and include a survey to test for knowledge, attitude and behavior change. In the 37 years FYI has worked with clients in this field less than 1% of its clients have been referred to Children Services.

#### E. Subcontractor(s)/Sub-grantee(s)

Applicants are to disclose whether or not any sub-contractors/sub-grantees will be used for this project. If none will be used, applicant must include a statement in its proposal that no subcontractors/sub-grantees will be used. If applicants intend to use sub-contractors/sub-grantees for services, it must describe the procurement process and the timeline to accomplish procurement. Applicants are also to describe their current or intended relationship with partner community organizations or entities that will be used to carry out the program activities, including: 1) the name of each partnering organization 2) whether the entity is current or intended partner 3) if funding will be provided to the partner or if services will be donated 4) the

roles and functions for the applicant and each individual partner organization 5) services each partner will provide 6) whether or not the partner organization(s) have collaborated with the applicant on similar projects in the past; 7) the number of years of collaboration with each partner and 8) the location of partner offices.

Family and Youth Initiatives does not use subcontractors, but does work with organizations who might have a specific lesson that would be best for our clients. Every lesson we get is free for us and our clients.

#### F. Monitoring

Applicants must describe the monitoring process for the sub-contractors/sub-grantees (if applicable). Include the documentation that will be reviewed, who will perform the monitoring, the frequency that the sub-grantee shall provide performance reports and the plan addressing areas for improvement or poor performance. [If no sub-contractors/sub-grantees are involved, the applicant shall disregard this requirement.]

G. Describe how participant and program information will be collected and confidentiality maintained.—The advisors and mentors give a detailed description of participant behavior within the program. Individual charts are kept in locked filed cabinets in each location and the directors are responsible for making sure all data is kept in them—open only to those dealing with the client or the supervisors or grantors. Every staff member understands the meaning of confidentiality and the importance of it.

**Program Budget** THE BUDGET IS AN ATTACHMENT TO THIS DOCUMENT.

#### Year 1

November 2015 through June 2016

**Ohio Parenting and Pregnancy Program Grant**

## APPENDIX A TECHNICAL

## APPLICATION

### Program Budget Items Totals

Personnel \$

Fringe Benefits \$

Staff Mileage/Other Travel \$

Office Supplies \$

Pre-Natal/Diagnostic Services \$

Marketing and Media Activities \$

Contracted Services \$

Participant Education \$

Participant Support(material items, incentives, etc) \$

Equipment (shall not exceed 5% of the budget) \$

Other: (Specify here Add lines as needed) \$

Other: (Specify here) \$

Other: (Specify here) \$

**Total Program Costs: \$**

**Indirect Costs (shall not exceed 10% total modified direct costs:**

\$

TOTAL: \$

## **Ohio Parenting and Pregnancy Program Grant**

### **APPENDIX A TECHNICAL**

### **APPLICATION**

**Program Budget** THIS BUDGET IS ALSO AN ATTACHEMENT. THE AMOUNT OF THE YEAR BUDGET IS OVER THE \$100,000 LIMIT, AND WILL BE COVERED BY FUNDRAISERS SO THAT THE CLIENTS CAN HAVE THE BEST SERVICE.

**Year 2**

**July 2016 through June 2017**

#### **Program Budget Items Totals**

Personnel \$

Fringe Benefits \$

Staff Mileage/Other Travel \$

Office Supplies \$

Pre-Natal/Diagnostic Services \$

Marketing and Media Activities \$

Contracted Services \$

Participant Education \$

Participant Support(material items, incentives, etc) \$

Equipment (shall not exceed 5% of the budget) \$

Other: (Specify here Add lines as needed) \$

Other: (Specify here) \$

Other: (Specify here) \$

**Total Program Costs: \$**

**Indirect Costs (shall not exceed 10% total modified**

**direct costs:**

\$

**TOTAL: \$**

## **Ohio Parenting and Pregnancy Program Grant APPENDIX A TECHNICAL APPLICATION**

### **Budget Narrative**

Please describe the costs and provide any necessary calculations for each budget line item. If indirect costs are included, the organization must provide a copy of their current federally approved indirect cost plan, or limited to 10% of Total Modified Direct Costs.

**THE NARRATIVE IS ATTACHED TO THE BUDGET FOR EASE OF INFORMATION.**

### **Program Assurances**

Please affirm that the following statements are true and accurate. Affix the appropriate signature where indicated. **The application will not be considered complete without the required signature and shall be disqualified from consideration. We the undersigned assure that our organization:**

1. Primary purpose is to promote childbirth, rather than abortion, through counseling and other services, including parenting and adoption support (3.1 C.).

2. Will provide services to pregnant women and parents or other relatives caring for children twelve months of age and younger, including clothing, counseling, diapers, food, furniture, health care, parenting classes, postpartum recovery, shelter and any other supportive services, programs or related outreach **(3.1 D.)**.
3. Will not charge pregnant women and parents or other relatives caring for children twelve months of age or younger a fee for any services received **(3.1 E.)**.
4. Is not involved in or associated with any abortion activities, including providing abortion counseling or referrals to abortion clinics, performing abortion-related medical procedures, or engaging in pro-abortion advertising **(3.1 F.)**.
5. Will not discriminate in its provision of services on the basis of race, religion, color, age, marital status, national origin, disability, or gender **(3.1 G.)**.
6. Will only sub-contract or sub-grant services to entities that are; private, not-for-profit organizations; physically and financially separate from any entity, or component of an entity, that engages in abortion activities; and not involved in, or associated with, any abortion activities including providing abortion counseling or referrals to abortion clinics, performing abortion-related medical procedures, or engaging in pro-abortion advertising **(3.1 H.)**.
7. Will comply with the requirement of 5101.804 of the Ohio Revised Code.

**Organization Name:** FAMILY AND YOUTH INITIATIVES

Printed Name of Director/CEO: PAT BANASZAK

Signature

Date: November 12, 2015